



In the Matter of Glenn Savary,
Administrative Analyst 3,
Information Systems (PS4147G),
Department of Environmental
Protection

STATE OF NEW JERSEY
FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-3575

Examination Appeal

ISSUED: AUGUST 6, 2018 (CSM)

Glenn Savary appeals the determination of the Division of Agency Services (Agency Services) which found that he was below the minimum requirements in experience for the promotional examination for Administrative Analyst 3, Information Systems (PS4147G), Department of Environmental Protection.

The examination at issue was announced with specific requirements that had to be met as of the closing date of January 23, 2017. The requirements included possession of a Bachelor’s degree and three years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing information systems and/or developing/acquiring and implementing new IT solutions and services. It is noted that the subject examination was cancelled on May 12, 2017 due to a lack of qualified applicants.

The appellant indicated on his application that he is serving provisionally in the title under test and as an Environmental Specialist 3 from June 2011 to the closing date, January 2017. A review of the appellant’s personnel record indicates that he was provisionally appointed to the subject title in February 2016 and that he was an Environmental Specialist 3 from May 2011 to February 2016. From February 1992 to June 2011 he was a Hazardous Site Mitigation Specialist and Environmental Specialist 3, Site Remediation. The appellant also listed a number of positions in private industry. The appellant possesses a Bachelor’s degree. Agency Services credited the appellant with one year of experience for his

provisional service in the title under test, but determined that the remainder of his experience was not applicable.

On appeal, Jim Bridgewater, Manager Enterprise Information, Web and Content Management Systems, and Russell Polo, Administrative Analyst 4, Information Systems, verify that the appellant has been performing the required out-of-title duties due to business necessity for the last six years. In support of this, they provide copies of the appellant's PARs which they contend demonstrate that he was assigned the required out-of-title duties. Therefore, they request that the appellant be admitted to the subject examination.

N.J.A.C. 4A:4-2.6(c) provides that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

CONCLUSION

In the present matter, a review of the documentation demonstrates that initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was properly credited with one year of experience based on his provisional service in the title under test and in accordance with the substitution clause for education would need an additional two years and six months of experience to qualify for the examination. Primarily performing the duties of an Administrative Analyst 3, Information Systems would be considered out-of-title work for incumbents in the Environmental Specialist title series. However, Mr. Bridgewater and Mr. Polo verify that the appellant performed the required out-of-title duties for at least six years. Additionally, the subject examination was cancelled and the appellant continues to serve provisionally in the title under test. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience and admit him to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 1ST DAY OF AUGUST, 2018



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